

Introduction to OEHE Database Systems –

Division of Sanitation Facilities Construction –

Sanitation Facilities Program Overview

The Division of Sanitation Facilities Construction (SFC) Program continuously endeavors to identify and report the eligible sanitation needs of all American Indians and Alaska Natives and carry out a program in cooperation with tribal governments to meet those needs. Continuing program challenges include improving community water supplies, waste water treatment systems, and solid waste disposal facilities in a culturally diverse and often times remote area villages from Alaska to Florida and from Maine to California.

The SFC Program is the environmental engineering component of the IHS health delivery system. The SFC Program provides technical and financial assistance to the Indian tribes and Alaska Native communities (tribes) for the cooperative development and continuing operation of safe water, wastewater, and solid waste systems, and related support facilities.

STARS

STARS stands for **Sanitation Tracking and Reporting System**

STARS is made up of three components: Sanitation Deficiency System (SDS), Project Data System (PDS), and Operation & Maintenance Data System (OMDS).

SDS - The sanitation deficiencies of existing Indian homes and communities are reported annually as projects to meet those needs. IHS prioritizes, with tribal input, those needed projects by Area, and as Congress appropriates money, funds those projects in priority order.

PDS - Includes data and milestones of each sanitation facilities project constructed under the authorization of Public Law 86-121. The information in PDS is used to track the progress of projects, aids in project management, and provides Headquarters with information to present to Congress and others as requested.

OMDS - Provides information to Headquarters on Tribal water systems, sewerage systems, solid waste systems, operation and maintenance organizations, and IHS resource expenditures for operation and maintenance (O&M) activities. The OMDS is linked with its related SDS project for identified systems and communities.

Division of Environmental Health Services –

Environmental Health Services Overview

The Division of Environmental Health Services (EHS) is made up of Sanitarians, Environmental Health Specialists, Environmental Health Technicians, Health Care Safety Officers, Institutional Environmental Health Officers, and Injury Prevention Specialists. EHS provides environmental health consultation to American Indian and Alaskan Native tribal governments and Indian Health Service programs.

EHS is comprised the following three main programs:

1. General Environmental Health

- Food Safety
- Utility O&M
- Casinos
- Rabies Clinics
- Water Fluoridation
- Detention Centers
- SARA III/MSDS
- Hazardous Materials
- Injury Prevention
- JCAHO Accreditation
- Hazard Investigation
- Risk Assessment
- Disease & Injury Surveillance
- Communicable Disease Investigation
- Emergency Response
- Code Development

2. Injury Prevention

- Epidemiology
- Coalition Development
- Training
- Project Development
- Advocacy

Marketing
Evaluation
Tribal Capacity Building
Grants
IP Specialist Fellowship
Road Hazard Reduction
MV Occupant Protection
DUI Prevention
Assault & Violence
PFD & Drowning
Smoke Detectors
Falls
Suicide Prevention
Housing Hazards

3. Institutional Environmental Health Program

Health Care Accreditation
Industrial Hygiene
Infection Control
Occupational Safety
Security Management
Workers' Compensation
Employee Health Patient Safety
Environmental Assessments
Radiation Protection
Environmental Compliance
Ergonomics
IEH Residency

WebCident

WebCident is an efficient and effective replacement for the IHS-516 "Report of Incident" form. It reduces the amount of time required to complete an incident report and will automatically generate critical reports such as the OSHA 300 log. It is used to report all work-related injuries or illnesses to an employee, contractor, student, or volunteer; all injuries or illnesses to patients or visitors incurred while in our care or on our premises; all security incidents or property incidents involving safety/security issues; all motor vehicle incidents whether or not an injury occurred; and any hazardous condition identified on our property.

It can be accessed at <http://webcident.hqe.ihs.gov/> from any computer inside the IHS firewall.

WebEHRS

This is a Web-based Environmental Health Reporting System which EHS field staff use to report all EHS data to Headquarters.

Division of Facilities Operations –

Division of Facilities Operations Overview

The Division of Facilities Operations is responsible for the technical and administrative facilities operations support of existing IHS and Tribal health care facilities and personnel quarters throughout Indian country.

DFO also:

1. Develops and maintains an inventory of engineering deficiencies in IHS and Indian and Alaska Native health care facilities;
2. Maintains data for allocation of funds appropriated for health care facilities management;
3. Manages implementation and maintenance of the new IHS Healthcare Facilities Data System (HFDS)
4. Systems Planning Project;
5. Maintains IHS Federal facilities energy usage data;
6. Coordinates IHS Clinical Engineering Program; and
7. Maintains an inventory of IHS real property;
8. Manages IHS real property.

Facilities Database

Officially called the Healthcare Facilities Data system and referred to as HFDS.

Links of Interest –

Department of Health and Human Services

<http://www.os.dhhs.gov/>

Indian Health Service

<http://www.ihs.gov>

Office of Environmental Health and Engineering Web Page

<http://www.oehe.ihs.gov>

OEHE Training Center

<http://www.opheng.ihs.gov>

Facilities Technical Handbook

<http://www.oehe.ihs.gov/hb/>

Facilities Web Applications

<http://facilities.hqe.ihs.gov/>

THOMAS - Legislative Information on the Internet

<http://thomas.loc.gov/>

Code of Federal Regulations

<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

Federal Register

<http://www.gpoaccess.gov/fr/index.html>

Federal Acquisition Regulations

<http://www.arnet.gov/far/>

FEMP - Federal Energy Management Program

<http://www.eren.doe.gov/femp/>

Department of Energy's Tribal Energy Program Web site

<http://www.eere.energy.gov/tribalenergy/>

Facilities Database Overview –

Getting Started –

Who to contact for help?

If you need help with HFDS, click the button labeled "Contact for Help" on the left hand side of the main switchboard. The top section lists the point of contact (POC) for your area. If they are not available, feel free to contact Headquarters at one of the phone numbers listed in the bottom section.

How do I get a User Account?

Contact your POC and let them know you need a facilities database account. They will handle everything for you. Once your account has been created, you will receive an e-mail message with your username and

Where do I download the Facilities Database?

You can download the facilities database file at the FTP address listed below:

<ftp://ftp.ihs.gov/pubs/OPH/DFEE/facilities/>

The filename will be called something similar to HFDS_508.EXE Only the version number at the end may ever be different. The higher the number the newer the version.

A copy of the DSN setup instructions are also located in the Facilities Database Overview section of the class notebook.

What needs done to your computer?

The facilities datasource will need to be added to your ODBC connection list. This tells your computer and the access program where the central database is located so that you can link to the current data.

Instructions for Windows XP/2000 can be found at FTP site at the address below:

ftp://ftp.ihs.gov/pubs/OPH/DFEE/facilities/A_DSN_Instructions.doc

A copy of these DSN set up instructions can also be located at the end of this chapter.

Restrictions on the database

You will be able to view all information in the database, but you will be limited to the information that you can change. This is done by limiting you to the Areas and installations that you are responsible for. These restrictions are given by your POC.

User Groups or roles

There is also a restriction on the ability to change information on each tab. These roles further allow us to only have people with the correct permissions changing the data. A role is a grouping used in the database to keep track of what data users are allowed to change.

Database Usage & History –

Reasons this database was created

To account for Government and Tribal Real Property Assets within the Indian Health Service.

To disperse Funds to M&I/E (Maintenance & Improvement and Biomedical Equipment) funds managers.

To manage the backlog of deficiencies (FEDS).

To manage Projects.

To track Energy Usage.

To report to Congress and other outside Agencies.

To justify level of funds or requests for increases.

History of Facilities database

In the mid 1990's the Indian Health Service, like most organizations, created and maintained large paper based reporting and data management systems. Today's information management systems make instantaneous access to one central database possible from any geographical location and from within any level of an organization. In the mid 1990's a request for a change to the Real Property Inventory or the Facilities Engineering Deficiency database may have taken six months to formally complete. Today, that same action may take only minutes to accomplish. Access to current information, the ability to edit existing data, and the ability to utilize this real-time data to improve the programs and increase the overall level of services is why the Facilities Database is necessary.

How the Facilities database works –

Data entry via Microsoft Access Forms

These Microsoft Access forms have been developed by Headquarters and are available for you to use to enter data.

Printed Reports via Microsoft Access Reports

Microsoft Access reports have been developed by Headquarters and are available for you to use.

Centralized Data

The data for the Facilities database resides at Headquarters on a network server. Therefore, any changes to the data will immediately be seen by all Facilities database users.

Why Microsoft Access?

Microsoft Access has been specifically used so that you have the ability to modify forms, reports, and queries to your specific needs.

The Main tables that we use (FAQ - Main Tables, under General Subject) –

Address Information

There are approximately 1,000 installations and all address related information is in the **b_addr** table.

Building, Land, and Structure Information

There are approximately 5,000 different buildings, lands, and structures in the database. Information such as building number, size, age, and descriptions is kept in the **b_bls** table.

Capitalization

Initial cost information for buildings, lands, and structures is kept as well as the improvement costs for them.

FEDS

Facilities Engineering Deficiency System (FEDS) tracks any item that needs to be repaired or replaced. These items can include life safety hazards, life safety, handicap accessibility, mechanical, electrical structural, etc.

Projects, Project Funding, and Project Status

Projects are the process of correcting any of the FEDS items in the database. They are corrected by either repairing the deficiency or by constructing a new building or structure.

Energy

Summary data for each Area that includes consumption and a description of what the Area is doing to conserve energy.

Self Governance

Self Governance deals with distributing money equally between all facilities

Main Switchboard – Tabs –

Realty

The Realty tab is used to track Government owned property

Lease

The Lease tab is used to track Government leased property

MIE

The MIE tab is used to input/modify data for the distribution of Maintenance & Improvement and Equipment Funds for both Projected and Actual Allocations made by Headquarters for any given FY.

FEDS & Env

The FEDS & Environmental tab is used to manage and track deficiencies for all properties.

Projects

The Projects tab is used to track project funding, milestones, and related data.

Self Gov

The Self Governance tab is used by Headquarters and each Area to determine how much money a Self Governance tribe is eligible to receive if they choose to.

Energy

The Energy tab is used to track energy usage and create yearly narrative reports.

Admin

The Admin tab contains administrative tools for tasks such as changing your password, etc.

Main Switchboard - 4 Important Buttons –

Contact for Help

This button will display the contact information for your POC as well as the contact information for Headquarters personnel familiar with the database. If you need help here is the list of people you can call.

Display DB window

This button allows advanced users to make modifications to their local copy of the Facilities database.

Refresh Links

Any time that a database error occurs it generally has to do with a networking problem. These problems can most often be solved by pressing the “**Refresh Links**” button.

Exit Access

This button will allow you to quickly exit the Facilities database and close Microsoft Access.

Main Switchboard - Layout of each tab –

Forms on top

On each tab in the facilities database the forms will always be located in the top section of the form.

Reports on bottom

On each tab in the facilities database the reports will always be located in the bottom section of the form.

Print Preview Check Box

When this box is checked, it allows you to view the report on the screen before it is sent to the printer. When the print preview box is unchecked the report will be sent directly to the printer.